

# **REGULAR CALLED MEETING BOARD OF DIRECTORS**

**Boardroom**

**March 21, 2023**

**5:30 p.m.**

## **AGENDA**

1. Call to Order Assistant Mayor Gosey
2. Invocation
3. Approval of Board Minutes from March 7, 2023 – Assistant Mayor Gosey
4. Second Reading to Adopt 2021 Arkansas Fire Prevention Code Gary Brinkley
5. Recommendations for Planning Commission & Board of Adjustments – Gary Brinkley
6. Request to Sell Fire Apparatus – Gary Brinkley/Chief Hunt
7. Approval of Bid for Feaster Park Restroom Facilities – Gary Brinkley
8. Approval to Contract with Tyler Technologies for Accounting Package – Gary Brinkley
9. Presentation of Parks & Rec Emergency Action Plan – Gary Brinkley/Stuart Tapson
10. City Manager's Report – Gary Brinkley
11. Routine Business – Assistant Mayor Gosey
12. Adjournment –Assistant Mayor Gosey

**Regular Meeting:** Citizens speaking to the Board of Directors shall have a speaking time limit of **10 minutes**. The Board of Directors may ask follow up questions which may extend the time limit.

**Open Session Forum:** Speaking time limit is **5 minutes** a speaker may not yield his or her time to another speaker

**REGULAR CALLED MEETING  
BOARD OF DIRECTORS**

**Board Room**

**March 7, 2023**

**5:30 P.M.**

**MEMBERS:**

Taylor Chaney, *Ward 1 Director (absent)*  
Chris Porter, *Ward 2 Director*  
Keith Crews, *Ward 3 Director (absent)*  
Reo Cummings, *Ward 4 Director*  
Jason Jones, *Ward 5 Director*  
Roland Gosey, *Assistant Mayor*  
Scott Byrd, *Mayor*

**OTHERS:**

Gary Brinkley, *City Manager*  
Samantha Roybal, *City Clerk*

**CALL TO ORDER**

The Mayor called the meeting to order at 5:30 p.m.

The Mayor announced a quorum was present.

**INVOCATION**

Director Cummings

**APPROVAL OF BOARD MINUTES FROM FEBRUARY 21, 2023**

A motion was made by Director Porter, seconded by Assistant Mayor Gosey to approve the minutes from the February 21, 2023, Board Meeting.

**The motion passed on a roll call vote and the vote was as follows:**

Taylor Chaney	"Absent"	Roland Gosey	"Aye"
Chris Porter	"Aye"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Absent"		

**PUBLIC HEARING ON 2021 FIRE PREVENTION CODE 5:33 – 5:34 P.M.**

**CONSIDERATION OF FIRST READING OF 2021 ARKANSAS FIRE  
PREVENTION CODE ORDINANCE**

Mr. Brinkley requested the Board to place the 2021 Arkansas Fire Prevention Code Ordinance on its first reading.

A motion was made by Assistant Mayor Gosey seconded by Director Cummings to place the 2021 Arkansas Fire Prevention Code Ordinance on its first reading title only.

**The motion passed on a roll call vote and the vote was as follows:**

Taylor Chaney	"Absent"	Roland Gosey	"Aye"
Chris Porter	"Aye"	Jason Jones	"Aye"
Reo Cummings	"Aye"	Mayor Byrd	"Aye"
Keith Crews	"Absent"		

The Mayor called for the Clerk to read to the Ordinance, title only.

The Clerk read the Ordinance.

A motion was made by Assistant Mayor Gosey seconded by Director Porter to place the 2021 Arkansas Fire Prevention Code Ordinance on its second reading title only, at the next scheduled Board Meeting.

**The motion passed on a roll call vote and the vote was as follows:**

<b>Taylor Chaney</b>	<b>"Absent"</b>	<b>Roland Gosey</b>	<b>"Aye"</b>
<b>Chris Porter</b>	<b>"Aye"</b>	<b>Jason Jones</b>	<b>"Aye"</b>
<b>Reo Cummings</b>	<b>"Aye"</b>	<b>Mayor Byrd</b>	<b>"Aye"</b>
<b>Keith Crews</b>	<b>"Absent"</b>		

#### **UPDATE ON ARKADELPHIA HOUSING AUTHORITY**

Dr. Nadine Jarmon gave an update on the Arkadelphia Housing Authority program.

#### **HOUSING AUTHORITY PILOT PROGRAM**

Dr. Nadine Jarmon from the Arkadelphia Housing Authority requested the 2022 pilot funds be waived in the amount of \$9,060.00 funds would be used for capital projects.

A motion was made by Director Porter, seconded by Director Cummings to approve the 2022 pilot funds to be waived in the amount of \$9,060.00.

**The motion passed on a roll call vote and the vote was as follows:**

<b>Taylor Chaney</b>	<b>"Absent"</b>	<b>Roland Gosey</b>	<b>"Aye"</b>
<b>Chris Porter</b>	<b>"Aye"</b>	<b>Jason Jones</b>	<b>"Aye"</b>
<b>Reo Cummings</b>	<b>"Aye"</b>	<b>Mayor Byrd</b>	<b>"Aye"</b>
<b>Keith Crews</b>	<b>"Absent"</b>		

#### **CONSIDERATION TO AMEND THE BUDGET TO PURCHASE RADIOS FOR THE POLICE DEPARTMENT**

Mr. Brinkley and Chief Jackson requested the Board to approve the purchase of 24 Motorola Handheld portable radios for the police department and appropriate Act 988 funding.

A motion was made by Director Jones, seconded by Assistant Mayor Gosey to approve the purchase of 24 Motorola Handheld portable radios and amending the 2023 Budget reallocating an amount of \$37,000.00 from ACT 988 fund to the General, Police Fund #5304.

**The motion passed on a roll call vote and the vote was as follows:**

<b>Taylor Chaney</b>	<b>"Absent"</b>	<b>Roland Gosey</b>	<b>"Aye"</b>
<b>Chris Porter</b>	<b>"Aye"</b>	<b>Jason Jones</b>	<b>"Aye"</b>
<b>Reo Cummings</b>	<b>"Aye"</b>	<b>Mayor Byrd</b>	<b>"Aye"</b>
<b>Keith Crews</b>	<b>"Absent"</b>		

## **2022 YEAR-END FINANCIAL REPORT AND YEAR-END BUDGET ADJUSTMENTS**

Mr. Brinkley and Mrs. Wilson presented the 2022 Year-End Financial Report.

A motion was made by Director Jones seconded by Director Porter to approve the 2022 Year-End Financial Report and Year-End Adjustments.

**The motion passed on a roll call vote and the vote was as follows:**

<b>Taylor Chaney</b>	<b>“Absent”</b>	<b>Roland Gosey</b>	<b>“Aye”</b>
<b>Chris Porter</b>	<b>“Aye”</b>	<b>Jason Jones</b>	<b>“Aye”</b>
<b>Reo Cummings</b>	<b>“Aye”</b>	<b>Mayor Byrd</b>	<b>“Aye”</b>
<b>Keith Crews</b>	<b>“Absent”</b>		

## **CITY MANAGER’S REPORT**

**March 7, 2023**

- Staff continues the clean-up after the torrential rains of last week. Although we have made strides in our drainage system management, no system is designed to handle a 2” rain in 45 minutes. The rains did validate the work we have done and reiterated the significant work ahead of us.
- Thank you to everyone who was able to attend the Airport Terminal Grand Opening on February 23<sup>rd</sup>. We were so fortunate to have Secretary Ward from the Dept. of Agriculture along with the management team from the Dept of Aeronautics. They were impressed that we had about 100 locals show up to help us celebrate the opening. It was truly a great event.
- Our thanks to the Lions Club for hosting the annual First Responders Dinner on the 23<sup>rd</sup>. We are grateful for their support and acknowledgment of our folks. The turnout was wonderful.
- Thank you to the Alliance for hosting our 3 elected state officials on the 24<sup>th</sup> and Congressman Westerman on the 3<sup>rd</sup>. Thanks to each of you who were able to attend the events.
- Samantha Roybal and Emma Milner represented us at the OBU Career Fair on March 2<sup>nd</sup>. They discussed public administration careers as well as the internship programs we are trying to execute.

**Dates to Remember:**

- On March 8, the Alliance will host the Legislative Appreciation Reception at ASU System Offices.
- March 17<sup>th</sup>, The SouthCentral Electric's Wee Lil Hooligan Parade (a St. Patrick's Day Parade) will be on March 17<sup>th</sup> at 5:30 pm downtown.
- On March 24 & 25, the Parks & Rec Dept will host a 3 on 3 Basketball Tournament inside the Rec Center.
- On March 30<sup>th</sup>, Group Living will have a parade downtown celebrating disability awareness week. The parade begins at 4:00 pm.
- April 8<sup>th</sup> from 9:00-12:00 will be the Community Easter Egg Hunt at the Sports Complex. This is an event hosted by some 10 churches in town. Our thanks to Park Hill Baptist for their leadership in this project.

**Taylor Chaney, Ward 1** – Absent.

**Chris Porter, Ward 2** – Nothing.

**Keith Crews, Ward 3** – Absent.

**Reo Cummings, Ward 4** – Nothing.

**Jason Jones, Ward 5** – Nothing.

**Roland Gosey, Assistant Mayor** – He thanked Dr. Jarmon for coming and speaking to the Board of Directors. He also requested prayers for Dr. Sherpherd who recently lost his mother and Martha Dixon who lost her house due to a house fire.

**Scott Byrd, Mayor** – He asked when the next special event was forthcoming.

**ADJOURNMENT**

There being no further business to discuss, Assistant Mayor Gosey made the motion, seconded by Director Porter to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:15 p.m.**

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Scott Byrd, Mayor

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Samantha Roybal, City Clerk

**ADDITIONAL ATTENDEES**


John Nelson  
Robbi Partun  
Jason Jackson  
Joel Phelps  
Julie Lacy  
DeAnna Graves

DRAFT



## Memorandum

**To:** Arkadelphia Board of Directors  
**CC:** Ed McCorkle, City Attorney  
**From:** Gary Brinkley, City Manager  
**Date:** March 13, 2023  
**Re:** Consideration of Ordinance to Adopt  
Arkansas Fire Prevention Code 2021 edition



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Tonight will be the second reading, title only, to adopt the Arkansas Fire Prevention Code 2021 edition as our standard.

Following the second reading, staff recommends you place the ordinance on its third reading, title only, at the next meeting.

Thank you.

## ORDINANCE NO. O-23-0

AN ORDINANCE ADOPTING THE ARKANSAS FIRE PREVENTION CODE, 2021 EDITION, BASED ON THE 2021 INTERNATIONAL BUILDING CODE, PROVIDING PENALTIES FOR VIOLATIONS THEREOF, REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith, AND FOR ALL OTHER PURPOSES.

WHEREAS, the State of Arkansas has generally adopted the Arkansas Fire Prevention Code, 2021 Edition, and;

WHEREAS, the City Board of Directors on March 7, 2023 held a public hearing concerning the adoption of this Arkansas Fire Prevention Code and all requirements set forth in Arkansas Code Section 14-55-207 were met; and

WHEREAS, it is the desire of the City of Arkadelphia, Arkansas to adopt and enact this standard building code to continue to provide enforcement and inspection services relating to construction and maintenance of buildings, public safety, health, and general welfare.

NOW THEREFORE BE IT ORDAINED BY THE CITY BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS:

SECTION 1. The following codes are hereby adopted by reference as though they were set forth herein fully:

- (a) The 2021 Edition of the Arkansas Fire Prevention Code, adopted by the State Legislature in 2022, and consisting of Volume I Fire Code; Volume II Building Code, excluding Section 105.2, Building, Item 1; and Volume III Residential Code, excluding Section 105.2, Building, Item 1; and all appendices (also known as the International Building Code with the Arkansas Fire Prevention Code exceptions) and the whole thereof, save and except such portions as are hereby deleted, modified, or amended.

SECTION 2. MAINTENANCE OF COPIES FOR PUBLIC VIEW AND INSPECTION

- (a) Three (3) copies have been and now are filed in the office of the Clerk of the City of Arkadelphia, Arkansas and are available for public review.

SECTION 3. Violation of any code provision as mentioned above is hereby declared to be a misdemeanor, punishable by a fine up to \$1,000.00 and imprisonment in the county jail for a maximum of one year with each day the codes are not complied with being a separate violation.

SECTION 4. Severability – If any section of this ordinance shall be declared unconstitutional or unlawful, only that section of the ordinance shall be affected and all other provisions of the ordinance shall remain in full force and effect.



SECTION 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed. *Specifically repealed are Ordinances O-10-01 and O-15-06*

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

APPROVED: \_\_\_\_\_  
Scott Byrd Mayor

ATTEST: \_\_\_\_\_  
Samantha Roybal, City Clerk



## Memorandum

**To:** Arkadelphia Board of Directors  
**CC:** Ed McCorkle, City Attorney  
**From:** Gary Brinkley, City Manager   
**Date:** March 15, 2023  
**Re:** Consideration of Approvals for Planning Commission/Board of Zoning Adjustments

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Tonight, it is my honor to recommend for your approval to the Commission:

Greg Vardaman of N. 26<sup>th</sup> Street - Place 1, expiring 3/31/2029

Dr. Derrick Ross of Millcreek Drive - Place 6, expiring 3/31/2029

Terry Roberts of Evans Street – Place 7 (Renew), expiring 3/31/2029

Mr. Roberts has done an excellent job in his term of serving and we highly recommend his reappointment.

Vardaman and Ross have been supporters of numerous activities in Arkadelphia. We look forward to the same dedication serving in this new capacity.

Staff recommends your approve renewing Terry Roberts to Place 7 and approving Greg Vardaman to Place 1 and Dr. Derrick Ross to Place 6 on the Planning Commission/Board of Zoning Adjustments effective 4/1/2023.

Thank you.



## Memorandum

**To:** Arkadelphia Board of Directors  
**CC:** Ed McCorkle, City Attorney  
**From:** Gary Brinkley, City Manager  
**Date:** March 13, 2023  
**Re:** Listing of Fire Apparatus for Sale

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is positioned to the right of the memorandum header.

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As we prepare to accept our new fire engine, it is time to dispose of an asset.

Fire staff has reviewed and analyzed their fleet and recommended the disposition of fire apparatus, Rescue 3. Rescue 3 is a 1999 Ford 550 XLT Superduty pumper vehicle. Rescue 3 serves the role as a service company truck. That is a truck is a secondary company to the ladder truck, carrying extra ladders and rescue equipment. Engine One, which serves as our highway blocker truck, will now serve this role.

This is in keeping with the improvement of points for our ISO rating also.

Due to his age, limited role capacity, and perceived highest sales value, the Fire staff makes this recommendation.

Staff requests your approval to place Rescue 3 on Govedeals.com at our earliest convenience for sale.

Thank you.

**N.F.P.A NEEL FIRE PROTECTION APPARATUS INC. RESCUE**

**1999 Ford F550 XLT Superduty 7.3 Powerstroke Diesel V8**

**Miles: 33,956**

**Exterior: Red**

**Engine hours: 199**

**Interior: Gray**

**6 Speed Manual Transmission**

**Normal wear on seats.**

**300 Gallon Tank**

**Waterous 500GPM Pump w/Foam**

**PTO Generator**

**12000 Lb Warn Winch**

**All items are sold as-is**





## MEMORANDUM

**To:** Mayor Byrd & Board of Directors  
**From:** Gary Brinkley, City Manager  
**Date:** March 2, 2023  
**Re:** Purchase of Feaster Park Restroom

A handwritten signature in blue ink, likely belonging to Gary Brinkley, is written over the 'To' and 'From' fields of the memorandum.

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History: the last 3 years we have been working on a restroom for Feaster Park. It will be located between Fields 1 & 2 and between the playground equipment and the outdoor basketball courts. We had to advertise the job twice.

On July 26, 2022 we were set to opened bids. Regrettably, there were none to open.

On December 6, 2022, we opened bids. We received 2, one was \$399,650 and the other was \$422,830. I then updated you that we would be visiting with the engineers and contractors to see if we could value engineer the project bringing it closer to our budget of \$325,000.

After much contemplation and cost reviews, there was simply not enough engineering to get the restroom/ concession stand into budget.

I visited with numerous people including the baseball commissioner, softball league organizers and parents who participate in our baseball/softball programs and they all agreed that a restroom without a concession stand in that location would be fully acceptable.

We negotiated with the low bidder and tonight present you a bid from Thompson Construction Services of Greenbrier, AR in the amount of \$273,260.25 for a restroom facility only (no concession stand component) on the designated site. There will be 2 men's and 2 women's facilities within the building. The building finishes will be: texture – Barnwood, color- Malibu Taupe, roof - green metal. These elements most match what is in Feaster Park. It will be a great look, while not being visually obtrusive.

Staff recommends you accept the bid from Thompson Construction Services for a CXT Dakota Style restroom facility located in Feaster Park in the amount of \$ 273,260.25.

Thank you.

# THOMPSON

CONSTRUCTION SERVICES

	DESCRIPTION	QTY	ORIGINAL BID UNIT PRICE	ORIGINAL BID PRICE / EA	OPTION 3 UNIT PRICE	OPTION 3 PRICE / EA
	<b>FEASTER PARK IMPROVEMENTS</b>					
1	SITE PREPARATION (INCLUDES MOBILIZATION)	1	\$ 5,250.00	\$5,250.00	\$ 5,250.00	\$5,250.00
2	UNCLASSIFIED EXCAVATION	80	\$ 31.00	\$2,480.00	\$ 31.00	\$2,480.00
3	BORROW MATERIAL	15	\$ 95.00	\$1,425.00	\$ 95.00	\$1,425.00
4	SOD	113	\$ 13.75	\$1,553.75	\$ 13.75	\$1,553.75
5	TOPSOIL 4" DEPTH	28	\$ 82.00	\$2,296.00	\$ 82.00	\$2,296.00
6	SILT FENCE	130	\$ 6.75	\$877.50	\$ 6.75	\$877.50
7	CXT KEYSTONE RESTROOM BUILDING ONLY 3.9.23	1	\$ 332,000.00	\$332,000.00	\$ 219,625.00	\$219,625.00
8	UTILITY CONNECTIONS	1	\$ 25,500.00	\$25,500.00	\$ 19,750.00	\$19,750.00
9	TREE PROTECTION	70	\$ 18.00	\$1,260.00	\$ 5.50	\$385.00
10	CONCRETE SIDEWALK (4" THICK)	982	\$ 14.00	\$13,748.00	\$ 14.00	\$13,748.00
11	WHEEL STOPS	2	\$ 250.00	\$500.00	\$ 250.00	\$500.00
12	PARKING STRIPING	1	\$ 1,000.00	\$1,000.00	\$ 1,000.00	\$1,000.00
13	RETAINING WALL BLOCK SYSTEM	82	\$ 105.00	\$8,610.00	\$ 35.00	\$2,870.00
14	6' WOOD FENCE W/ GATE	18	\$ 175.00	\$3,150.00	\$ -	\$0.00
*	TCS UTILIZE EXISTING ON-SITE RESTROOM FACILITY	1			\$ -	\$0.00
**	CONCRETE TESTING, NTE \$1,500	1			\$ 1,500.000	\$1,500.00
	<b>TOTAL</b>			<b>\$399,650.25</b>		<b>\$273,260.25</b>

## DAKOTA

1. [Home](#)
2. [Buildings](#)
3. [Restrooms](#)
4. Dakota Flush Restroom

[Maintenance Manual](#)[Flush Restroom Brochure](#)[Colors & Textures](#)[Replacement Parts](#)

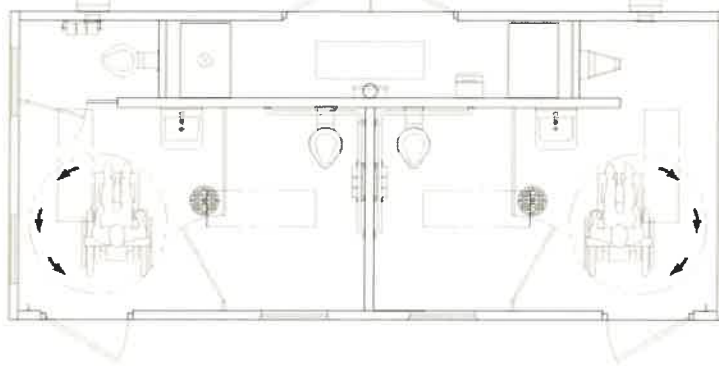
### 2 Multiuser Fully Accessible Flush Restrooms



*Custom stone lower walls,  
barnwood upper walls with  
ribbed metal roof*



Standard Floor Plan



- Meets UFAS, ADA and California Title 24 requirements.
- Vandal resistant building and toilet components.
- 4" thick steel reinforced concrete walls.
- 5" thick steel reinforced concrete roof and floors.
- Quick installation and hookup at the job site.
- Will not rot, rust or burn.
- Easily cleaned with a brush and warm soapy water.
- Engineered to withstand extreme conditions caused by snow, water, wind, and zone-4 seismic loads.

[Specifications](#)[Drawings](#)

#### Dakota standard features:

- Barnwood texture walls
- Cedar shake texture roof
- Vitreous china fixtures
- Stainless steel toilet paper holders
- 4-gallon water heater
- Interior and exterior lights

[REPLACEMENT PARTS](#)





## MEMORANDUM

**To:** Mayor Byrd & Board of Directors  
**From:** Gary Brinkley, City Manager  
**Date:** March 15, 2023  
**Re:** Approval for Tyler Technologies for Accounting

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is positioned to the right of the 'From:' line.

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As we have grown, we have faced growing pains, including the accounting software package we are using.

The attached memo from Treasurer Wilson outlines the limitations with the current software package and her attempt to find a resolution.

The journey has led us to Tyler Technologies. Tyler services a lot of municipalities our size and is a dynamic accounting and administrative software package that will allow our accounting department and administration the ability to flow information in a timely manner, which is currently not the case. The attached sheet shows the functional differences between our current provider, CSA and Tyler.

The start up cost is \$130,000 which includes the building of our accounting ledger and the transferring of data from our current system and training. The annual fee is \$53,000 which necessary for the data storage, security and ongoing software upgrades.

The funding will come from \$88,000 budgeted and \$42,000 from undesignated surplus.

Staff recommends you approve the contract with Tyler Technologies for \$130,000 and direct the Treasurer to move \$42,000 from undesignated surplus to Gen Govt #5999.

Thank you.



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Date: March 13, 2023

To: Gary Brinkley

Re: Contract agreement with Tyler Technologies

The finance department has exhausted the use of accounting software CSA. The city has grown vastly over the past 3 years. We need a finance system that can provide much more information in real time, keep record of budget adjustments, and locate duplicate invoices just to name a few. Tyler Technologies provides the capacity, level of access needed, and future expansion options we need to operate efficiently. I have researched multiple programs over the past two years and Tyler Technologies provide the best solution for what we need. Should we go into agreement, Tyler Technologies will customize the software build to the current needs for our accounting daily activity that we currently have, provide a transfer of historical data from CSA, and provide additional features that the current software is not capable of doing. It will also provide the option consolidate multiple programs such as payroll, accounting, human resources, and other departments into one program. This is a customize built software so it will take about a year to launch. The Start up cost is about \$130,000 with an annual renewal of \$53,000. The start includes the cost to transfer historical data from CSA into the new system, building the accounting ledger from start to finish, and training staff. Annual renewal includes maintaining the cloud, updating the software, and keeping the information protected. Attached to this memo is a comparison of the CSA and Tyler Technologies.

Shacresha Wilson

City Treasurer

# CSA vs. Tyler Technologies

**CSA  
Software  
Solutions**

**Tyler  
Technologies**

**CSA  
Software  
Solutions**

**Tyler  
Technologies**

**CLOUD  
BASED?**



**PAYROLL?**



**BUDGET  
REPORTING?**



**CHECK  
PRINTING?**



**INVOICE  
DUPLICATION  
PREVENTION?**



**CHECK  
DUPLICATION  
PREVENTION?**



**ACCOUNTS  
PAYABLE?**



**ACCOUNTS  
RECEIVABLE?**



**FINANCIAL  
REPORTING?**



**ONLINE  
ACCESS?**



**MULTIPLE  
USERS?**



**CUSTOMER  
ACCOUNT  
ACCESS?**



**DIRECT  
DEPOSIT/  
WIRE  
TRANSFER?**



**CREDIT  
CARD  
PAYMENTS?**



**DEPARTMENT  
INTEGRATION?**



**EXPANSION?**



**ACH  
TRANSACTIONS?**



**POINT OF  
SALE?**





## MEMORANDUM

**To:** Mayor Byrd & Board of Directors  
**From:** Gary Brinkley, City Manager  
**Date:** March 15, 2023  
**Re:** Parks & Rec Emergency Action Plan 2023

A handwritten signature in blue ink, appearing to read 'G. Brinkley', is positioned to the right of the 'From:' line.

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Attached please find the Emergency Action Plan as developed by Parks & Rec Director Stuart Tapson and his team.

Since hiring Stuart last November, he has been updating a lot of processes and procedures and having this document was one of his priorities.

We wanted to present this to you tonight to see the work done and accept the document for implementation.

Thank you.



**Emergency Action Plan**  
**March 2023**

## TABLE OF CONTENTS

▪ <b>PURPOSE</b> .....	3
▪ <b>WHO TO CONTACT</b> .....	3
▪ Instructions for calling the Police Department/9-1-1.....	4
• <b>EMERGENCIES IN THE FACILITY</b> .....	4
• <b>EMERGENCY EQUIPMENT</b> .....	4
• <b>FIRE</b> .....	5
▪ Using a Fire Extinguisher.....	5
▪ <b>PHYSICAL INJURIES</b> .....	5
1910.38(c)(5)	
▪ <b><u>BUILDING EVACUATION</u></b> .....	6
1910.38(c)(2)	
▪ <b><u>BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN</u></b> .....	6
▪ Personal Protective Equipment.....	7
▪ Post Exposure Evaluation and Follow Up.....	7
▪ Biohazard Clean Up.....	7
▪ <b><u>BEHAVIOR RELATED AND MENTAL HEALTH EMERGENCIES</u></b> .....	8
▪ Violent/Dangerous Conduct.....	8
▪ Anxiety/Panic Attacks.....	9
▪ Robbery.....	9
▪ Active Shooter.....	9
▪ <b><u>WEATHER RELATED EMERGENCIES</u></b> .....	10
▪ Tornado/Severe Weather.....	10
▪ <b><u>CONFIDENTIAL AND PUBLIC INFORMATION/DEALING WITH THE MEDIA</u></b> .....	12
▪ EXHIBIT A.....	14

## **PURPOSE**

The Emergency Action Plan has been designed as a guideline to provide the administrative procedures necessary to cope with most emergency situations. The purpose of an Emergency Action Plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will establish responsibilities necessary to perform functions; to prevent, minimize and repair damage, ensure continuity of operations, and most importantly save lives.

Leadership at Arkadelphia Parks and Recreation recognizes that during emergency situations, special procedures must be followed to control and mitigate whatever the emergency situation. Enclosed in this plan, you should find the information and tools needed to navigate an emergency situation.

## **WHO TO CONTACT**

In an emergency situation, the appropriate departments/staff need to be notified. Below is a list of City Departments that will need to be called in case of emergencies.

- 911 – Dial 9-1-1 to be connected with City of Arkadelphia Dispatch. They will, in turn dispatch the City of Arkadelphia Fire Department and Ambulance, as needed.
- City of Arkadelphia Police (non-emergency) – (870) 246-4545
- Arkadelphia Fire Department – (870) 246-9354
- Baptist Health Medical Center (Emergency Room) – (870) 245-2622

If, at any time, you have to call one of the numbers listed above, you are required to notify the Arkadelphia Parks and Recreation Management. It is only necessary that you notify the appropriate management, starting with the Director (Stuart Tapson), then to the Operations Manager (Sean Vardaman).

**\*\*If the emergency is Maintenance Related, you will need to call the Director (Stuart Tapson), then the Facilities Manager (Jared Fisk).**

- Parks and Recreation Director (Stuart Tapson) – (775)300-1951
- Parks and Recreation Operations Manager (Sean Vardaman) – (501) 804-0009
- Parks and Recreation Facilities Manager (Jared Fisk) – (870) 210-1109

## **INSTRUCTIONS FOR CALLING THE POLICE DEPARTMENT/9-1-1**

1. State whether you are calling about an emergency situation or not (if not, call the non-emergency line 870-246-4545).
2. Give the dispatcher the following information:
  - a. The nature of the emergency
  - b. The number and condition of injured and/or patrons if your emergency is facility wide.
  - c. Your name
  - d. The phone number for the Recreation Center (870-246-5499)
  - e. Address of the Recreation Center (2555 Twin Rivers Drive)
  - f. Location of the situation (if applicable)
3. DO NOT HANG UP until you are told to do so or unless there is an immediate threat to your safety.
4. If injured patron is conscious, **seek permission before calling 9-1-1**. If the injured person is a minor (under 18 years) and accompanied by a parent or adult guardian, obtain the parent or guardian's permission to make the emergency call.
5. If the injured person is unconscious, consent is assumed. Call 9-1-1.
6. Arkadelphia Parks and Recreation staff should **NEVER** sign any forms from the E.M.T. or Emergency Room Staff, as this could make you liable for payment of emergency services.
7. Contact the appropriate staff members (*see Who to Contact, page 3*).

## **EMERGENCIES IN THE FACILITY**

The following procedure is to be used when a person has an accident/injury within the Arkadelphia Parks and Recreation facilities.

## **EMERGENCY EQUIPMENT**

- **Defibrillator Unit (AED)** – Located behind the front desk enclosed in a red box.
- **First Aid Kit** – Located behind the front desk on the wall.
- **Fire Extinguishers** – Located in the following locations:
  1. Main Entrance
  2. Hallway by Emergency Exit
  3. Basketball Court by Emergency Exit
  4. Upstairs by lounge area.

## **FIRE**

Any person suspecting or discovering a fire shall call 9-11 then implement the actions described in the R.A.C.E acronym:

**RESCUE:** Any person in immediate danger from the fire if it does not endanger your own life.

**ALARM:** Activate the nearest “pull alarm” (red boxes located on the walls)

**CONFINE:** Confine the fire by closing all doors and windows. Turn off fans and air conditioners.

**EXTINGUISH OR EVACUATE:** Locate the nearest fire extinguisher and use it to extinguish the fire if it is small in size. If not, evacuate the area immediately, following the **BUILDING EVACUATION PLAN.**

### **USING A FIRE EXTINGUISHER:**

Follow the procedures in the P.A.S.S. acronym for using a fire extinguisher.

**PULL:** Pull the pin after breaking the plastic seal on the extinguisher.

**AIM:** Aim the nozzle of the extinguisher at the base of the fire.

**SQUEEZE:** Squeeze the handles together.

**SWEEP:** Sweep the extinguisher from side to side until the fire is extinguished.

**\*\*Please note, under most circumstances, all of these procedures can be done together, if sufficient personnel are available and are clear in their duties.**

## **PHYSICAL INJURIES**

1. Identify the emergency; assess and identify the injured party.
2. Stop all activity around the injured person to prevent further injury.
3. If the injury appears to be life threatening, call 9-1-1 immediately.
  - a. If the injury is life threatening, do not move the injured person, unless they are in immediate danger (fire, down power line, puddle of water, etc.).
4. Do not attempt to treat the injury unless it is necessary to ensure the health and well-being of the injured person(s), AND YOU HAVE RECEIVED THE PROPER MEDICAL TRAINING, be sure to protect yourself from a possible



exposure to Bloodborne Pathogens through the use of personal protective equipment (latex gloves, face coverings, etc.).

5. Write up an injury report. (pg.12).

6. If the injured person is an employee of Arkadelphia Parks and Recreation, you will need to notify your immediate supervisor.

## **BUILDING EVACUATION PLAN**

Reasons for evacuating the Recreation Center include; fire alarm, threats of harm to people in the facility or any other reason the management staff believes the facility to be unsafe. If you have assessed the situation and deem the facility to be unsafe proceed to the following steps.

1. Announce the evacuation of the facility as loudly as you can, notifying all patrons that they must safely leave the building and direct them to the meeting point.
2. If emergency response workers (Fire/Police) are not already involved, you will need to notify the appropriate emergency personnel, as well as the appropriate Parks and Recreation staff members. (*Who to Contact, page 3*)
3. As long as the path is clear, you should encourage patrons to exit using the main entrance. If the main entrance is blocked, you should encourage patrons to leave through the nearest emergency exit doors (*located on either end of the facility*).
4. Before leaving the facility yourself, you must walk through the building making sure each room is free of patrons. While checking the facility, close each door behind you.
5. Gather all patrons to the second tier of the parking lot to ensure their safety.
6. Update emergency personnel and Parks and Recreation Staff, if they are not on the grounds.
7. Do not give out any information to any public agency, e.g.: press, radio, TV, etc.
8. Complete an Incident Report Form (pg.14) to document your reasons for evacuating the facility.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

The Exposure Control Plan is key to protecting the Parks and Recreation Staff that are determined to have occupational exposure to blood or other potentially infectious materials. It is imperative that these staff members comply with the procedures and work practices outlined in this Exposure Control Plan.

Occupational exposure is defined by OSHA as: “reasonably un-anticipated skin, eye, mucous membrane, non-intact skin, or parenteral contact with blood and other potentially infectious materials that may result from the performance of an employee’s duties.”

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) is provided to all Parks and Recreation staff members for their safety. The following precautions must be observed once Personal Protective Equipment is used:

1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or mucous, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated.
4. Utility gloves may be sanitized and reused if their integrity has been compromised.
5. Discard utility gloves if they show signs of cracking, peeling, tearing, puncturing or deterioration.
6. Never wash or sanitize disposable gloves for reuse.
7. Wear appropriate face and eye protection when splashes, sprays, spatters or droplets of blood or mucous pose a hazard to the eye, nose, or mouth.
8. Remove immediately or as soon as feasible, any garment contaminated by blood or mucous, in such a way to avoid contact with the outer surface

### **POST-EXPOSURE EVALUATION AND FOLLOW UP**

Should an exposure incident occur, employees should report the incident to their immediate supervisor, fill out an incident report (pg.14) and follow up with a physician as soon as feasible.

### **BIOHAZARD CLEAN UP**

Within the Arkadelphia Parks and Recreation, the most common biologically hazardous materials will be bodily fluids such as blood or vomit. Please proceed with caution and use the following protocol.

1. If necessary, mark the area with cones or caution tape.
2. Put on a pair of gloves.

3. Clean up the spill using cat litter (located in the janitors closet) to soak up any excess liquid.
4. Once liquid is absorbed use the dustpan and scoop (stored by cat litter) to remove the contaminated material.
5. Dispose of contaminated material in a trash bag by itself.
6. When as much of the contaminated material as possible has been removed, thoroughly wash the area and any equipment used with a disinfecting agent and HOT water.
7. Once floor is cleaned, the area and equipment must be disinfected with 0.1% hypochlorite (bleach) solution.
8. Dispose of gloves.
9. Wash hands thoroughly with soap and water.
10. Complete Incident Report Form (pg. 14) documenting the contamination and that it was properly cleaned.

## **BEHAVIOR RELATED AND MENTAL HEALTH EMERGENCIES**

### **VIOLENT/DANGEROUS CONDUCT**

Due to the nature of the activities that take place at the Arkadelphia Parks and Recreation Center, disturbances may occur when aggression overtakes rational judgement. An aggressive dispute can often be resolved with a few words from a person of authority. The following procedure is for disturbances which have escalated to be potentially dangerous to people or property.

1. Assess the situation; determine if a resolution can be found by you intervening.  
**NEVER PUT YOURSELF IN HARMS WAY!**
2. Give a neutral warning to “calm down” or “cool off” or I’ll have to ask you to leave.
3. If the aggression continues, **DO NOT** involve yourself in the situation! Call the Arkadelphia Police Department non-emergency number (870) 246-4545.
4. Inform the dispatcher that you are in need of an officer to assist you in escorting an aggressive patron from the premises.
5. Notify the appropriate staff members. (*Who to Contact, page 3*)
6. While waiting on an officer to arrive, start filling your incident report out. (pg.12) Pay attention to name, height, weight, gender and appearance.

## **ANXIETY/PANIC ATTACKS**

Due to the nature of activities that take place at the Arkadelphia Parks and Recreation Center, many anxiety/panic attacks occur. Use the following procedure for disturbances of this nature that could be harmful to the individual or bystanders that may be in the facility.

1. If you suspect someone to be experiencing a panic attack, calmly approach the patron.
2. In a calm and soothing voice, introduce yourself by stating your name and your position. Assure the patron that you are there to help, and that they are in a safe place.
3. Offer to help them relocate to a quiet place away from stimulation (Multi-purpose Room, if available).
4. If they have not improved within 5-10 minutes, ask if they would like for you to call an ambulance or friend/family member to come assist them.
5. Once you get them to a low-stimulus room to calm down, offer to get them a bottle of water and let them know where they can find you if they need anything else.
6. Check in on them frequently until help arrives.

## **ROBBERY**

In the event of a robbery, please follow the procedures listed below.

1. Remain calm. **GIVE THEM WHAT THEY WANT!** Don't make any sudden movements.
2. Make a mental note of their appearance (height, weight, hair color, gender, clothing and the direction they went when exiting the building).
3. Call 9-1-1
4. Notify the appropriate staff members. (*Who to Contact, page 3*)
5. Complete Incident Report (pg.14)

## **ACTIVE SHOOTER**

These safety procedures and guidelines are not all inclusive, but if understood and executed properly, can increase your chances of surviving an active shooter situation.

Arkadelphia Parks and Recreation recommends adhering to the **AVOID-DENY-DEFEND** method.

**AVOID: Starts with your state of mind.**

Stay out of sight. Lock your door, turn off the lights, silence your phone, quietly call the police, if possible.

- Pay attention to your surroundings.
- Have an exit plan. If you have the opportunity escape, you should do so.
- Move away from the source of the threat as quickly as possible
- The more distance and barriers between you and the threat the better.

**DENY: When getting away is difficult or maybe impossible.**

- Keep distance between you and the source.
- Create barriers using any available furniture, etc. to prevent or slow down a threat from getting to you.
- Remain out of sight and quiet by hiding behind large objects and keep your phones silenced.

**DEFEND: You have the right to protect yourself.**

- If you cannot AVOID or DENY, be prepared to aggressively defend yourself by/with any means necessary.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL, NOT FAIRNESS.

Once the Police arrive, you should remain very still with your **PALMS UP**. It is imperative that you follow their commands from this point forward.

## **WEATHER RELATED EMERGENCIES**

### **TORNADO/SEVERE WEATHER**

**TORNADO WATCH:** A tornado watch is when conditions are favorable for a tornado to develop. The weather radio in the front desk area will notify you of an active tornado watch.

- In the event of a tornado watch, remain weather aware and stay near the weather radio for any updates.
- Make sure you have a First Aid Kit close. This is a good time to make sure the flashlight batteries are in working order.

**TORNADO WARNING:** A tornado warning is when a tornado has been spotted in the area. In the event of a tornado warning, proceed with the following:

- Remain calm, grab your weather radio and First Aid Kit.
- Notify management that a Tornado Warning has been issued and that you will be temporarily closing the Rec Center until the Warning has been lifted.
- Announce as loudly as possible **“May I have your attention; The National Weather Service has issued a TORNADO WARNING for Clark County until \_\_\_am/pm. At this time, we ask that you please remain calm and quickly make your way to the men’s locker room (*if the gym is full, you might have to use both locker rooms, but the men’s is the optimal choice*) where you will remain until the tornado warning has been lifted.**
- If there is more than one staff member present, one staff member should escort patrons to the men’s locker room, while the staff member with the most seniority makes sure that the door is locked and place a sign on the door stating that we are temporarily closed until the tornado warning has been lifted.
- Once the door is locked, the senior staff member will need to go room by room to make sure that everyone is accounted for and all offices are locked before entering the locker room.
- As soon as the threat has been lifted, all activities can resume (remove the note and unlock the door).

## **CONFIDENTIAL AND PUBLIC INFORMATION/ DEALING WITH THE MEDIA**

As a staff member of the Arkadelphia Parks and Recreation department, you may encounter situations and incidents that will be of a sensitive nature. Staff members are to maintain appropriate confidentiality in the following ways (for additional instruction on this topic, please refer to Chapter 6 of the Personnel Handbook for the City of Arkadelphia):

- **ONLY THE CITY MANAGER AND PARKS AND RECREATION DIRECTOR SHOULD HANDLE QUESTIONS IN REGARDS TO SITUATIONS/INCIDENTS!** Staff members should NEVER answer anyone's questions about ANY potentially sensitive situations and/or incidents.
- Addresses and telephone numbers within the Recreation Center are property of the City of Arkadelphia and are NOT to be shared with non-staff members for any reason.
- As an employee of the City of Arkadelphia, it is important to remember that personal communications (social media) may reflect on the city, especially if employees are commenting on City business.

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## **INCIDENT/ACCIDENT REPORT**

Date of Occurrence: \_\_/\_\_/\_\_ Time of Occurrence: \_\_\_\_ AM/PM Location: \_\_\_\_\_

**Injured/Victim Information:**

Name: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_ Age: \_\_\_\_ Sex: M F

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

**Injury/Treatment:**

☐ **Check if No Injury**

Description of injury and how it occurred:

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Treatment Given and by whom:

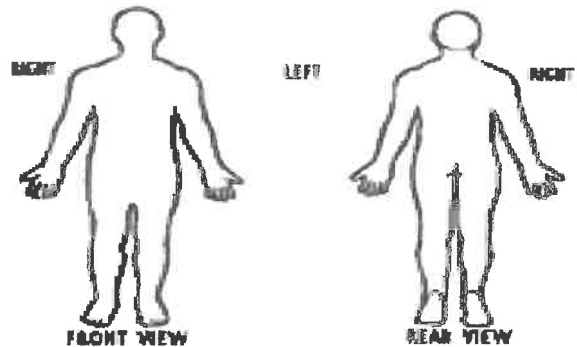
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Please check all that apply:

- Abrasion
- Bruise
- Fracture
- Hemorrhage
- Laceration
- Puncture
- Swelling
- Sprain/Strain
- Other (Please note):



Notification made to:

Police \_\_\_\_ Fire \_\_\_\_ EMS \_\_\_\_ Case #: \_\_\_\_ Initials of Injured if Refused \_\_\_\_

**Refusal of Treatment:**

I have been advised by the Arkadelphia Parks and Recreation Staff that I may seek medical treatment for injuries that may have occurred. I **DO NOT** think medical treatment is needed at this time, and am hereby **declining** medical treatment.

I do hereby forever release and fully discharge the City of Arkadelphia Parks and Recreation, its officers, employees or agents from any and all conceivable liability that might arise from this refusal of care, and I therefore agree to hold them completely harmless. I fully understand the implications of my **Refusal of Treatment**, and am/is capable of determining a rational decision on my own behalf, or as the patient's POA or Legal Guardian.

\_\_\_\_\_  
Date/Time of Refusal  
Signature of Injured Party/Parent  
or Guardian of Injured Party

\_\_\_\_\_  
Arkadelphia Parks and Recreation  
Staff Signature, Date/Time